Chapter 3 - Instruction Manual for Annual Reporting of One- and Six-Year Plans for Highway, Road and Street Improvements as Adopted by the Board of Public Roads Classifications and Standards, July 19, 1996.

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APPROVED

14. 2 E

ATTORNEY GENERAL

BY

Assistant Attorney General

DATE

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Title 428 - BOARD OF PUBLIC ROADS CLASSIFICATIONS AND STANDARDS

Chapter 3 - Instruction Manual for Annual Reporting of One- and Six-Year Plans (Continued)

001 INTRODUCTION

001.01 STATEMENT OF PURPOSE. Recognizing that safe and efficient transportation over public roads is a matter of major importance to all of the people in the state, the Legislature determined that an integrated system of public roads is essential to the general welfare of the State of Nebraska.

Adequate public roads provide for the free flow of traffic, protect the health and safety of the citizens of the state, result in lower cost of motor vehicle operation, increase property values, and generally promote the economic and social progress of the State.

As a result of the comprehensive three-year study of all public roads in Nebraska conducted by a committee of the Legislative Council as authorized by the Legislature in 1965 and 1967, a program has been developed to provide an integrated system of public roads for the state, counties, and municipalities.

Recognizing that cooperation among these governmental entities is essential in the development of an integrated system of public roads, the Legislature provided by law that structure upon which the state, counties, and municipalities can work as equal partners in the development, operation, and management of such system.

001.02 SIX-YEAR PLAN. The Department of Roads and each county and municipality shall develop and file with the Board of Public Roads Classifications and Standards a long-range, Six-Year Plan of highway, road, and street improvements based on priority of needs and calculated to contribute to the orderly development of an integrated statewide system of highways, roads, and streets.

<u>001.03</u> SIX-YEAR PLAN EXTENSION. The Six-Year Plan required by law shall be extended annually, on or before the anniversary date by the addition of a new year, so that there shall at all times be a Six-Year Plan on file with the Board of Public Roads Classifications and Standards.

Any county or municipality on a fiscal construction year basis may apply to the Board of Public Roads Classifications and Standards for a new anniversary date, but such date shall not be later than July 1.

ONE-YEAR PLAN. The Department of Roads and each county and municipality shall annually prepare and file, on or before the anniversary date of the filing of its Six-Year Plan, with the Board of Public Roads Classifications and Standards a plan for specific highway improvements for the current year. No such plan shall be adopted until after a local public hearing thereon and its approval by the local governing body. The Board of Public Roads Classifications and Standards shall prescribe the nature and time of notice of such hearing which shall be such as shall be likely to come to the attention of interested citizens in the jurisdiction involved.

OO2 SCOPE OF THE SIX-YEAR PLAN. The Six-Year Plan shall include the One-Year projects and the next five years of planned projects. It is desirable but not mandatory that the projects be listed in priority sequence. This list of projects will be reviewed annually by the Board of Public Roads Classifications and Standards.

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Chapter 3 - Instruction Manual for Annual Reporting of One- and Six-Year Plans (Continued)

One-Year Plan projects and Six-Year Plan projects may be reported on NBCS Forms 7, 8, 9, 10 and 11 using English System measurements or Metric System measurements in whole or in part and in any combination. Units of measurement must be shown.

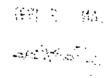
One copy of any additional material that supports and justifies the Six-Year Plan may be submitted with the plan. Please identify the local governmental agency, certified county highway or city street superintendent, person or firm responsible for the preparation of such material.

003 PROCEDURES FOR THE ESTABLISHMENT OF THE SIX-YEAR PLAN

- Select highway, road and street improvement projects based on priority of needs that can be accomplished with the estimated revenue for the Six-Year period and prepare a Six-Year Plan for a public hearing presentation.
- Accomplish public hearing requirements, in accordance with law, for One- and Six-Year Plan. See
 Section 011 for public hearing requirements instructions.
- Prepare one copy of NBCS Form 7 for each project in the Six-Year Plan. See Sections 012.04 and 013.04 for instructions and examples.
- 4. Prepare one copy of NBCS Form 9. See Sections 012.03 and 013.03 for instructions and examples.
- 5. Prepare one copy of the city or county map, as appropriate, showing the location and project numbers for all projects included in the Six-Year Plan. See Section 013.05 for example.
- 6. Prepare the certification in accordance with public hearing requirements instructions in Section 011.

004 PROCEDURES FOR THE ESTABLISHMENT OF THE ONE-YEAR PLAN

- Select highway, road, or street improvement projects from the Six-Year Plan based on priority of needs that can be accomplished with the estimated revenue for the One-Year period and prepare a One-Year Plan for public hearing presentation to be held in conjunction with a Six-Year Plan.
- Accomplish a public hearing for One- and Six-Year Plans. See Section 011 for instructions.
- Prepare one copy of NBCS Form 8. One-Year Plan projects shall be listed in your priority order.
 See Sections 012.02 and 013.02 for instructions and examples.
- Prepare one copy of the city or county map, as appropriate, showing the location and project number for all projects included in the One-Year Plan. See Sections 012.05 and 013.05 for examples.
- A duplicate copy of your One- and Six-Year Plan including the maps should be maintained as a matter of public record.



Chapter 3 - Instruction Manual for Annual Reporting of One- and Six-Year Plans (Continued)

O05 FILING OF THE ONE- AND SIX-YEAR PLAN WITH THE BOARD OF PUBLIC ROADS CLASSIFICATIONS AND STANDARDS, PO BOX 94759, LINCOLN, NEBRASKA 68509-4759. Submit one copy of your approved One- and Six-Year Plan including:

- 1. NBCS Form 11, Report of Previous Year Highway or Street Improvement.
- 2. NBCS Form 8, Summary of One-Year Plan.
- 3. NBCS Form 9, Summary of Six-Year Plan.
- 4. NBCS Form 7, One- and Six-Year Plan Highway or Street Improvement Project (one for each construction project in the Six-Year Plan).
- 5. A map(s) showing the location and project numbers for all projects included in the One- and Six-Year
- 6. RESOLUTION OF ADOPTION: of the One- and Six-Year Plan, signed by the proper officials.
- 7. PROOF OF PUBLICATION: of the legal notice (affidavit of publication from the publisher); and
- 8. PROOF OF POSTING: a signed statement that the notice of Public Hearing was posted in at least three places in the area where it is likely to attract attention.

006 RELINQUISHMENT OF STATE FUNDS

O06.01 RELINQUISHMENT FOR ONE-YEAR. Any municipality may, for any year, certify to the State Treasurer that it relinquishes, to the county in which it is situated in whole or in part, all or a part of the state funds allocated to it for that year and the amount so relinquished shall be available for distribution to such county subject to the same matching as would have been required of the municipality had it not relinquished such funds. Any amount so distributed to the county shall be used exclusively for road purposes within the trace area of the relinquishing municipality as may be agreed upon by the county and municipal governing bodies. Such proposed relinquishment shall be presented for public hearing in conjunction with the municipality's One- and Six-Year Plan.

006.02 RELINQUISHMENT FOR ACCUMULATION AND INVESTMENT. Any municipality may certify to the State Treasurer that it relinquishes, to the county in which it is situated in whole or in part, all or a part of the state funds allocated to it for not to exceed three years and the amount so relinquished shall be available for distribution to such county subject to the same matching as would have been required of the municipality had it not relinquished such funds. Any relinquishment under this provision shall be made pursuant to an agreement between the relinquishing municipality and the county, to which other political subdivisions may also be parties, which provides for the accumulation and investment by the county of the amount relinquished for not to exceed three years so as to provide funds for one or more specific road improvement projects. Such proposed relinquishment shall be presented for public hearing in conjunction with the municipality's One- and Six-Year Plan.

Chapter 3 - Instruction Manual for Annual Reporting of One- and Six-Year Plans (Continued)

<u>007 ACCUMULATION AND INVESTMENT.</u> Any municipality may accumulate and invest any portion or all of the money it receives for a period not to exceed four years so as to provide funds for one or more specific street improvement projects: Provided, that any municipality so accumulating funds must certify to the State Treasurer that the required matching funds are being accumulated and invested each year of the accumulation.

008 REVIEW OF ONE- AND SIX-YEAR PLAN. The Board of Public Roads Classifications and Standards shall review each annual plan within sixty days after it has been filed to determine whether it is consistent with the county's or municipality's current Six-Year Plan.

OO9 NOTIFICATION OF ONE- AND SIX-YEAR PLAN REVIEW. The Board of Public Roads Classifications and Standards shall provide the State, county, or municipality written notification that the annual review has been accomplished and make such recommendations for change therein as it believes necessary or desirable in order to achieve the orderly development of an integrated system of highways, roads, and streets; but in so doing the Board shall take into account the fact that individual priorities of needs may not lend themselves to immediate integration. The Department and each county and municipality shall give careful and serious consideration to any such recommendations received from the Board and shall not reject them except for substantial or compelling reason in accordance with law.

010 MAPS AND FORMS FOR THE ONE- AND SIX-YEAR PLANS. Maps of the counties, cities, and villages and NBCS Forms 7, 8, 9, 10 and 11 are available from the Liaison Services Section, Department of Roads, PO Box 94759, Lincoln, Nebraska 68509-4759. The maps and forms necessary for the preparation of the One- and Six-Year Plans will be distributed without cost.

011 PUBLIC HEARING REQUIREMENTS

011.01 A legal notice of a public hearing shall be given at least ten days prior thereto by publication in a designated legal newspaper in the county or municipality at least one time stating time and place and purpose of a hearing for the One-Year and Six-Year Plans for the governing body, and a copy of the notice shall be posted in at least three places in the area where it is likely to attract attention and the news media in the area informed that a public hearing will be held.

011.02 A Certification to the Board of Public Roads Classifications and Standards shall include:

- Approved One- and Six-Year Plans, which shall be on forms prescribed by the Board.
- 2. The resolution of adoption of the plans, signed by the proper officials.
- Proof of publication of the legal notice and a statement of the contact that was made with the local media to seek publicity prior to the hearing.
- Proof of posting in at least three places where it is likely to attract attention.

011.03 A copy of the plans as originally proposed by the governing body, along with a statement of those changes that were made, if any, as a result of the public hearing, is required to be submitted to the Board of Public Roads Classifications and Standards.

Chapter 3 - Instruction Manual for Annual Reporting of One- and Six-Year Plans (Continued)

012 NBCS FORM (11) (8) (9) (7) AND MAP(S) (COUNTY)

012.01 COUNTY EXAMPLE - NBCS FORM 11 WITH INSTRUCTIONS

Form 11 Report of Previous Year Highway or Street Improvement

Year Ending December 31, 1996 Sheet of _____1 MLLAGE Johnson PROJECT HUNGER LENGTH Moored Family PROJECTED COST (Thiswards) DATE COMPLETED (Actual or Estimated) C-49(9) 2.0 Mile Deleted X C-49(10) 3.0 Sept. 96 Mile 60 C-49(11) 3.0 Mile Delayed to 1 Yr.

Submit one copy of this form. List all projects in the same order as listed on the previous One-Year Plan (NBCS Form 8). Then list the disposition of that project such as: Date Completed, Delayed, Deleted, etc.

Use a " $\sqrt{}$ " or "X" to indicate Contract Project, Own Forces or both.

Projected Cost is an estimate of the final total cost and is subject to change.

In the event that your program consisted of maintenance only, write "Maintenance Only."

A computer-generated report may be submitted in lieu of NBCS Form 11 if it reports the required information.

John Doe	County	Highway Supt.	2-7-97
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Chapter 3 - Instruction Manual for Annual Reporting of One- and Six-Year Plans (Continued)

012.02 COUNTY EXAMPLE - NBCS FORM 8 WITH INSTRUCTIONS

Form 8 Summary of One-Year Plan

Submit one copy of this form. List projects in your priority order usin the number "1" for the first priority project, the number "2" for the second priority project, etc. In the event that no projects are included in the One-Year Plan, write "Maintenance Only." Libraty of the submitted in fieu of NBCS Form	1 2 3 4	C-49(11) C-49(13) C-49(12)	3.0 1.0 3.0	Mile Mile Mile	60 15 70	Penaded
2 C-49(13) 1.0 Mile 15 3 C-49(12) 3.0 Mile 70 4 C-49(14) 0.5 Mile 45 Submit one copy of this form. List projects in your priority order usin the number "1" for the first priority project, the number "2" for the second priority project, etc. In the event that no projects are included in the One-Year Plan, writ "Maintenance Only."	3 4	C-49(13) C-49(12)	1.0	Mile Mile	15 70	
3 C-49(12) 3.0 Mile 70 4 C-49(14) 0.5 Mile 45 Submit one copy of this form. List projects in your priority order usin the number "1" for the first priority project, the number "2" for the second priority project, etc. In the event that no projects are included in the One-Year Plan, writ "Maintenance Only."	3 4	C-49(12)	3.0	Mile	70	
Submit one copy of this form. List projects in your priority order usin the number "1" for the first priority project, the number "2" for the second priority project, etc. In the event that no projects are included in the One-Year Plan, writ "Maintenance Only."	4	, .		111111		
Submit one copy of this form. List projects in your priority order usin the number "1" for the first priority project, the number "2" for the second priority project, etc. In the event that no projects are included in the One-Year Plan, write "Maintenance Only."		C-49(14)	0.5	Mile	45	
Submit one copy of this form. List projects in your priority order usin the number "1" for the first priority project, the number "2" for the second priority project, etc. In the event that no projects are included in the One-Year Plan, writ "Maintenance Only."	ī					
Submit one copy of this form. List projects in your priority order usin the number "1" for the first priority project, the number "2" for the second priority project, etc. In the event that no projects are included in the One-Year Plan, writ "Maintenance Only."	i					
If it reports the required information.	the seco in th "Mai A co	number "1" for the and priority project, ne event that no pr intenance Only." emputer-generated r	e first prio etc. ojects are eport may	include	oject, the nu	e-Year Plan, write

Chapter 3 - Instruction Manual for Annual Reporting of One- and Six-Year Plans (Continued)

012.03 COUNTY EXAMPLE - NBCS FORM 9 WITH INSTRUCTIONS

Form 9 Summary of Six-Year Plan

QUINTY:	Johnson	CATY.		VILLAGE	
PRIORITY HEARING	PhoJECT HUMBER	LENGTH (Nearest Foretr)	UNIT OF MEASURE	ESTRATED COST (Thousands)	PERMIT
1	C-49(11)	3.0	Mile	60	
2	C-49(13)	1.0	Mile	15	
3	C-49(12)	3.0	Mile	70	
4	C-49(14)	0.5	Mile	45	
5	C-49(15)	2.0	Mile	40	
6	C-49(16)	1.0	Mile	20	
]	

Submit one copy of this form.

The listing of projects shall include all projects proposed for the One-Year Plan and the next five years. Recognizing the need for flexibility because of unforeseen problems which may arise, it is not required that projects be listed in priority order.

If major changes have occurred in the scope of your current Six-Year Plan as compared with your previous Six-Year Plan, enter a statement on NBCS Form 9. "Reasons for major changes in the Six-Year Program are as follows:

Please list all projects that were deleted.

In the event that no projects are included in the Six-Year Plan, write "Maintenance Only."

A computer-generated report may be submitted in lieu of NBCS Form 9 if it reports the required information.

ı			
ı	SKIMATURE	TITLE	DATE
	John Doe	County Highway Supt.	2-7-97

Chapter 3 - Instruction Manual for Annual Reporting of One- and Six-Year Plans (Continued)

012.04 COUNTY EXAMPLE NBCS FORM 7 WITH INSTRUCTIONS. A separate Form 7 must be used for each project including Federal Aid participating projects, etc. A computer-generated report may be submitted in lieu of NBCS Form 7 if it reports the required information.

LOCATION DESCRIPTION - Provide a brief description including the legal description of the beginning and the end of the project.

PROPOSED IMPROVEMENT - Type(s) of work proposed. Check item(s) or fill in blank(s) as required. If additional space is required, use reverse side or attach separate sheet.

Design Standard Number - See Title 428, Chapter 2, Section 001, Minimum Design Standards.

Bridges and culverts are required to be sized for One-Year Plan projects. The sizing of the other five years is optional. If the project does not include any bridges or culverts, indicate N/A (not applicable).

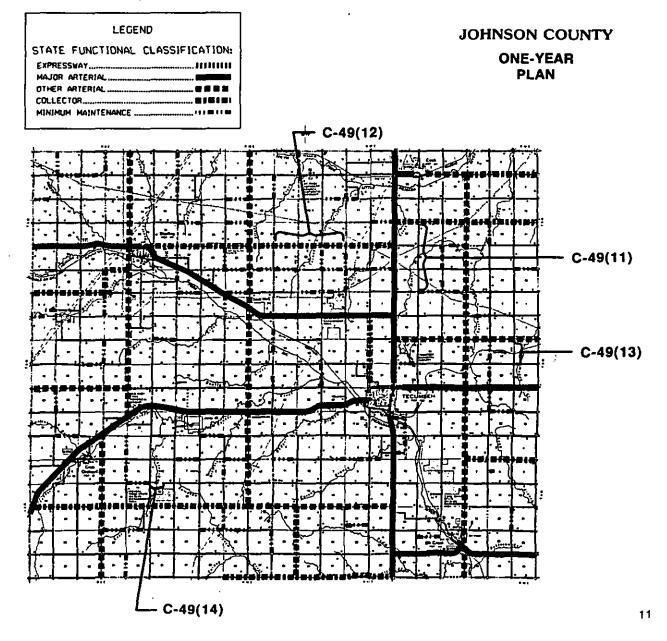
ESTIMATED COST - Estimate costs based on current year prices. The Total is required. The breakdown between County, City, State, Federal and Other is optional.

Form 7 One- And Six-Year Plan Highway or Street Improvement Project

COUNTY	la.	īγ		VILLAGE		
Johnson				1		
Begin at the N	W Cor., Se	ec. 23, T6I	V, R12E, 1	Thence So	utherly to	the SW
Cor., Sec. 35,	T6N, R12E	. See map	Section 0	12.05.		
EXISTING BURFACE TYPE AND BIT Gravel	UCTURES (Such as d	rt, gravet asphal, conc			·	
19 97 = 2	0 , 20 17	- 40	Local	TYPE: (As shown on F	unctional Classification	on Mago)
		PROPOSED	IMPROVEME	NT		
Design Standard Nu	mber: RL3	Surfacing	2"	Thicknes	20 s	, Width
	Draina 🔲 Draina	rte Gutter ge Structures n Control	∭ Uti ∭X Fe	tht of Way lity Adjustmen ncing lewalks		Lighting
Bridge To Remain in New Bridge:	Road Span 24" I Bridges and C	way Width Diameter ulverts Sized	Rise 36'	Length Length Hydraulic A	EMP.	Type Type Type
ESTIMATED COST	+ COUNTY	≠ CITY	+ STATE	+ FEDERAL	± OTHER	TOTAL.
(in Thousands) + OFTIONAL						60
Project Length = 3.	0 Mile	(Ne	erest Tenth) Unit of Measure)	C-49(1	1) See Se	ection 015
John Do	177	TLE .	nty Highw		DATE	2-7-97

Chapter 3 - Instruction Manual for Annual Reporting of One- and Six-Year Plans (Continued)

012.05 COUNTY EXAMPLE - ONE- AND SIX-YEAR PLAN MAP(S) AND INSTRUCTIONS. One map may be submitted for both the One- and Six-Year Plan, if annotated or color coded to differentiate between those projects in the One-Year and Six-Year Plan. See Section 013.05. Annotate on map whether it is for the One-Year Plan, Six-Year Plan, or the One- and Six-Year Plan. A computer-generated map may be used if it reports the required information.



Chapter 3 - Instruction Manual for Annual Reporting of One- and Six-Year Plans (Continued)

013 NBCS FORM (11) (8) (9) (7) AND MAP(S) (MUNICIPAL)

013.01 MUNICIPAL EXAMPLE - NBCS FORM 11 WITH INSTRUCTIONS

Form 11 Report of Previous Year Highway or Street Improvement

		Sheet of							
лету:	^{crv:} Wakefie			LLAGE:					
Phoject leases	JERRETH LENGTH LINET OF PROJECTED COST CONTRACT OWN MEASURE (Thousands) PROJECT PORCES				PORCES	DATE COMPLETED			
M-608(9)	.3	Mile	32	Х		Sept. 96			
M-608(10) .3 Mile Delet Public P									
M-608(11)	Delayed to 1 Yr. Lack of Funds								
M-608(15)	100	Meters	25	X		Est. June 97			
on the previous of that project :: Use a "√" or Projected Cost change.	such as: "X" to I	Date Co	ompleted, D Contract I	Pelayed, Project,	Deleted Own F	d, etc. orces or both.			
In the event the "Maintenance C		progran	n consisted	of ma	intenan	ce only, write			
in the event the County, write ".		•••••	************						
A computer-ger if it reports the	erated re	port ma	ay be subm	itted in	lieu of I	NBCS Form 11			
John Doe	ļ [,]	ittle:	City Stre	-A C		DATE 2-7-97			

Chapter 3 - Instruction Manual for Annual Reporting of One- and Six-Year Plans (Continued)

013.02 MUNICIPAL EXAMPLE — NBCS FORM 8 WITH INSTRUCTIONS

Form 8 Summary of One-Year Plan

	FOIII 6 3			-			
	Year En				1, 1997		eet of
UNITY:		OTTY:		kefield	VILLAGE		
OLOGETY CAMPAGE	PROJECT HUMBER	p.		UNET OF MEASURE	ESTEMATED COST (Theyenda)		REMARKS
. 1	M-608(11)		.4	Mile	30		
2	M-608(14)		100	Meters	12		
	•						
in the "Main in the munic	umber "1" for the depriority project, a event that no putenance Only." e event of relincipality to the coupulated to	etc. roject quish inty, e	s are ment enter a	of Hig staten	d in the Or hway Alloc nent on NBC ounty for the	ation to report	Plan, write funds by a n 8. "Funds
	19 19 19				dolla: dolla: dolla:	18	
Treas	19 Neb. Rev. Sta surer annually the	amou	int of	relinqui	shment.		
	nputer-generated eports the require				mitted in lie	u of NE	ICS Form 6
MATURE:	John Doe	mu£:	(City Str	eet Supt.		2-7-97

Chapter 3 - Instruction Manual for Annual Reporting of One- and Six-Year Plans (Continued)

013.03 MUNICIPAL EXAMPLE - NBCS FORM 9 WITH INSTRUCTIONS

Form 9 Summary of Six-Year Plan

December 31, 2002 Six-Year Period Ending ... Wakefield CETHIATED COST UNIT OF PROPERTY PROJECT HUMBER .4 Mile 30 1 M-608(11) 100 12 2 M-608(14) Meters 3 M-608(12) .2 Mile 21 4 M-608(13) 330 Feet 6 Submit one copy of this form. The listing of projects shall include all projects proposed for the One-Year Plan and the next five years. Recognizing the need for flexibility because of unforeseen problems which may arise, it is not required that projects be listed in priority order. If major changes have occurred in the scope of your current Six-Year Plan as compared with your previous Six-Year Plan, enter a statement on NBCS Form 9. "Reasons for major changes in the Six-Year Program are as follows: _____ Please list all projects that were deleted. in the event that no projects are included in the Six-Year Plan, write "Maintenance Only." Municipalities that are accumulating and investing funds, enter a statement on NBCS Form 9. "Funds are being accumulated and invested for a period not to exceed four years so as to provide funds for the following street Improvement proejcts. Project No., Year to be Built, Funds invested \$ A computer-generated report may be submitted in lieu of NBCS Form 9 If it reports the required information. 2-7-97 John Doe City Street Supt.

Chapter 3 - Instruction Manual for Annual Reporting of One- and Six-Year Plans (Continued)

013.04 MUNICIPAL EXAMPLE - NBCS FORM 7 WITH INSTRUCTIONS. A separate Form 7 must be used for each project including Federal Aid participating projects, etc. A computer-generated report may be submitted in lieu of NBCS Form 7 if it reports the required information.

LOCATION DESCRIPTION - Provide the location of the beginning and end of the project referenced to named or numbered streets.

PROPOSED IMPROVEMENT - Type(s) of work proposed. Check item(s) or fill in blank(s) as required. If additional space is required, use reverse side or attach separate sheet.

Bridges and culverts are required to be sized for One-Year Plan projects. The sizing of the other five years is optional. If the project does not include any bridges or culverts, indicate N/A (not applicable).

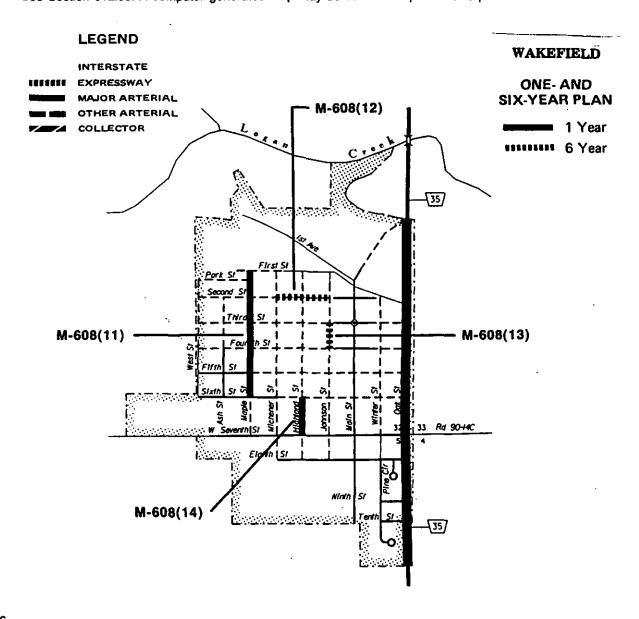
ESTIMATED COST - Estimate costs based on current year prices. The Total is required. The breakdown between County, City, State, Federal and Other is optional.

Form 7 One- And Six-Year Plan Highway or Street Improvement Project

riigiii	vay U	Sueer	mibios	CHICHT	rioj	CU	•
COUNTY;	a	Wai	kefield	VILLAGE			
Maple Street from	om 1st Str	eet to 6th	Street.				
See map Section	on 013.05.	•					
EGITHO BURFACE TYPE AND STR	UCTUMES: (Such 40 4	bi, gravni, aspitali, com	crose, cultural or bridge,	ı			
AVERAGE DALY TRAFFIC	^ 17	250		TYPE: Ma shamm on A	-	alloatos	Mapi
19 .972	<u>U., 20.//</u>		Loca				
		PROPOSED	IMPROVEME	ENT .			
Design Standard Nu	mber. Munic	ipal _{Surfacin}	g:4"	Thicknes	ss	24	, Width
	Aggregate Curb & Gutter Utility Adjustments Armor Coat Drainage Structures Fencing					ighting	
Bridge To Remain in New Bridge:	Road Span Gridges and C	hway Width Diameter utverts Sized	Rise	Length Length Length	ngth		Type Type Type
•							
ESTMATED COST (In Thousands)	+ COUNTY	± CITY	* STATE	* FEDERAL	* OTH		TOTAL
+ OPTIONAL		l					30
Project Length = 0.4 M	ille See Sec	tion 002 (State	earest Tenth) Unit of Meeaure)	M-608	(11) S	90 Se	ection 015
John Doe		TLE:	City Street	Supt.		DATE	2-7-97

Chapter 3 - Instruction Manual for Annual Reporting of One- and Six-Year Plans (Continued)

013.05 MUNICIPAL EXAMPLE - ONE- AND SIX-YEAR PLAN MAP(S) AND INSTRUCTIONS. One map may be submitted for both the One- and Six-Year Plan, if annotated or color coded to differentiate between those projects in the One-Year and Six-Year Plan. Annotate on map whether it is for the One-Year Plan, Six-Year Plan, or the One- and Six-Year Plan. A separate map for the One-Year Plan may be submitted. See Section 012.05. A computer-generated map may be used if it reports the required information.



Chapter 3 - Instruction Manual for Annual Reporting of One- and Six-Year Plans (Continued)

014 NBCS FORM 10 NOTIFICATION OF REVISION OF ONE-YEAR PLAN.

014.01 INSTRUCTION FOR REVISION OF ONE-YEAR PLAN. To add or change a One-Year Plan project, the following documentation must be submitted to the Board of Public Roads Classifications and Standards, P.O. Box 94759, Lincoln, Nebraska 68509-4759.

- 1. NBCS Form 10.
- 2. Copy of Resolution of Adoption, signed by proper officials.
- 3. A map showing the location of the new or revised project.

Bridges and culverts are required to be sized. If the project does not include bridges and culverts, indicate N/A (Not Applicable).

The NBCS Form 10 is to be submitted **prior to** the adding of a project to the present One-Year Plan or revising a project in the One-Year plan.

Proposed change to projects included in the Six-Year Plan but not included in the One-Year Plan should be accomplished at the time of annual filling. (No NBCS Form 10 required).

A computer-generated NBCS Form 10 and map may be used if it reports the required information.

Chapter 3 - Instruction Manual for Annual Reporting of One- and Six-Year Plans (Continued)

014.02 EXAMPLE - NBCS FORM 10

Form 10 Notification of Revision of One-Year Plan

	ОП	* Wal	efield	VELAGE:	,	
Project added t	o One-Ves	r Plen hy	netition	<u> </u>		
	0 0//0-766	ii ridir Dy	pennon.	***************************************		
LOCATION DESCRIPTION		· · · · · ·				
5th Street from	Main Stre	et to John	son Street			
Bituminous, Lov	UCTURES (Such as de	(grant(asphal, com	un, culturi er bridgej		-	
AVERAGE DALLY TRAFFIC:			CLASSIFICATION 1	YPE: (As shown as A	encilonal Classification	Mapl
19 97 - 8	0, 20 17		Local			
		PROPOSED	MPROVEME			
Design Standard Nu	mber:Mu	nicipal	Surtacing:	4" Th	ickness	8' Width
	Concre			ht of Way		jghting
Aggregate Armor Cost	✓ Curb &	Gutter se Structures	L Udil □ Fer	ity Adjustmen Icina	15	
Asphalt		Control		ewalks		
Bridge To Remain In	Place:	Roa	dway Width		. Length	Туре
New Bridge:	Road	way Width	1	.ength		Туре
Box Culvert:	Span C					
Yes X N/A E	Iridges and Cu	riverts Sized		Hydraulic	Analysis Per	nding
Other Construction Fe	eatures: 10'	new right	of way bo	th sides o	f street.	
,	,					

ESTIMATED COST	* COUNTY	* CITY	* STATE	* FEDERAL	* OTHER	TOTAL
ESTRIATED COST (in Thousands) + OPTIONAL	+ COUNTY	* CITY	→ STATE	* PEDERAL	* 011425	101AL 25
(in Thousands) ± OPTIONAL	* county 00 Meters		+ STATE + STATE		± oπien И-608(15)	

Chapter 3 - Instruction Manual for Annual Reporting of One- and Six-Year Plans (Continued)

015 PROJECT NUMBERING. Assign project identification number in accordance with the consecutive numbering system of the County, City or Village.

The prefix "C" will be used for counties and the prefix "M" for all municipalities. The county or municipality numbers are shown in Section 016. Thus, Project C-46(1) would be the first project from Hooker County, while M-197(10) would be the tenth project from Chadron.

Stage construction projects may be identified using a letter after the unit number. Stage Construction is defined as: The construction of a road in parts, at time intervals over a period of years.

Example:

Project Identification C-46(1)A used for the grading of the project.

Project Identification C-46(1)B used for the surfacing of the project at a later time.

Once a project number has been used it shall not be reused for another project even if the original project is indéfinitely postponed, unless no money has been expended on that project.

016 GOVERNMENTAL UNIT NUMBERS

	County		County		County		County	C	ity or Village
1	Adams	30	Fillmore	59	McPherson	88	Valley	121	Ashland
2	Antelope	31	Franklin	60	Madison	89	Washington	122	Ashton
3	Arthur '	32	Frontier	61	Merrick	90	Wayne	123	Atkinson
4	Banner	33	Furnas	62	Morrill	91	Webster	124	Atlanta
5	Blaine	34	Gage	63	Nance	99	Wheeler	125	Aubum
6	Boone	35	Garden	64	Nemaha	93	York	126	Aurora
7	Box Butte	36	Garfield	65	Nuckolls	99	State of Nebr.	127	Avoca
8	Boyd	37	Gosper	66	Otoe			128	Axtell
9	Brown	38	Grant	67	Pawnee	C	lity or Village	129	Ayr
10	Buffalo	39	Greeley	68	Perkins	101	Abie	130	Bancroft
11	Burt	40	Hall	69	Phelps	102	Adams	131	Barada
12	Butler	41	Hamilton	70	Pierce	103	Ainsworth	132	Barneston
13	Cass	42	Harlan	71	Platte	104	Albion	133	Bartlett
14	Cedar	43	Hayes	72	Polk	105	Alda	134	Bartley
15	Chase	44	Hitchcock	73	Red Willow	106	Alexandria	135	Bassett
16	Cherry	45	Holt	74	Richardson	107	Allen	136	Battle Creek
17	Cheyenne	46	Hooker	75	Rock	108	Alliance	137	Bayard
18	Clay	47	Howard	76	Saline	109	Alma	138	Bazile Mills
19	Colfax	48	Jefferson	77	Sarpy	110	Aivo	139	Beatrice
20	Cuming	49	Johnson	78	Saunders	111	Amherst	140	Beaver City
21	Custer	50	Kearney	79	Scotts Bluff	112	•	141	Beaver Crossing
22	Dakota	51	Keith	80	Seward	113	Anoka	142	Bee
23	Dawes	52	Keya Paha	81	Sheridan	114	Anselmo	143	Beerner
24	Dawson	53	Kimball	82	Sherman	115	Ansley	144	Belden
25	Deuel	54	Knox	83	Sioux	116	Arapahoe	145	Belgrade
26	Dixon	55	Lancaster	84	Stanton	117	Arcadia	146	Bellevue
27	Dodge	56	Lincoln	85	Thayer	118	Arlington	147	Beliwood
28	Douglas	57	Logan	86	Thomas	119	Arnold	148	Belvidere
29	Dundy	58	Loup	87	Thurston	120	Arthur	149	Benedict

Chapter 3 - Instruction Manual for Annual Reporting of One- and Six-Year Plans (Continued)

C	Ity or Village	C	ity or Village	C	ity or Village	C	ity or Village	c	ity or Village
	Benkelman		Chappell		Dodge		Gering		Hoskins
151	Bennet		Chester	251	Doniphan		Gibbon		Howells
152	Bennington		Clarks	252	Dorchester		Gilead	•••	Hubbard
:==	Bertrand	203	Clarkson	253	Douglas		Giltner		Hubbell
	Berwyn	204	Clatonia	254	DuBois		Glenvil		Humboldt
155	Big Springs	205	Clay Center	255	Dunbar		Goehner		Humphrey
156	Bladen	206	Clearwater	256	Duncan		Gordon		Huntley
157	Blair	207	Clinton	257	Dunning	307	Gothenburg		Hyannis
158	Bloomfield	208	Cody	258	Dwight	308	Grafton		Imperial
159	Bloomington	209	Coleridge	259	Eagle		Grainton		Indianola
160	Blue Hill	210	Colon	260	Eddyville		Grand Island		Inglewood
161	Blue Springs	211	Columbus	261	Edgar	311	Grant	361	Inman
	Boelus		Comstock	262	Edison		Greeley	362	Ithaca
163	Boys Town	213	Concord	263	Elba		Greenwood	363	Jackson
164	Bradshaw		Cook	264	Elgin		Gresham		Jansen
	Brady	215	Cordova	265	Elk Creek		Gretna		Johnson
166	Brainard		Cornlea	266	Elkhorn		Gross		Johnstown
167	Brewster	217	Cortland	267	Elm Creek	317	Guide Rock		
168	Bridgeport	218	Cotesfield	268	Elmwood		Gurley		Juniata
169	Bristow	219	Cowles	269	Elsie		Hadar		Kearney
	Broadwater	220	Cozad	270	Elwood		Haigler		Kenesaw
	Brock		Crab Orchard	271	Elvria		Hallam		Kennard
172	Broken Bow		Craig	272	Emerson		Halsey		Kilgore
111	Brownville	223	Crawford		Emmet		Hamlet		Kimball
174	Brule	224	Creighton	274	Endicott		Hampton		Lamar
• • •	Bruning	225	Creston	275	Ericson		Harbine		Laurel
	Bruno	226	Crete	276	Eustis		Hardy		La Vista
	Brunswick	227		277	Ewina	327	Harrison		Lawrence
	Burchard		Crookston		Exeter	328			Lebanon
179	Burr	229	Culbertson		Fairbury		Harvard		Leigh
180	Burton		Curtis	280	Fairfield	330	Hastings		Leshara
181	Burwell	231		281	Fairmont	331	Hay Springs		Lewellen
182	Bushnell		Dakota City		Falls City		Hayes Center		Lewiston
183	Butte	233	Dalton		Farnam		Hazard		Lexington
184	Byron	234	Danbury	284	Farweli		Heartwell		Liberty
185			Dannebrog	285	Filley		Hebron		Lincoln
186	Callaway	236	Davenport	286	Firth		Hemingford		Lindsay
187	Cambridge	237	•	287	Fordvce	337	•		Linwood
188	Campbell	238	David City	288	Fort Calhoun		Hendley		Litchfield
189	Carleton	239	Dawson	289	Foster	339	Henry		Lodgepole
	Carroll	240	Daykin	290	Franklin		Herman		Long Pine
	Cedar Bluffs		Decatur		Fremont	341			Loomis
	Cedar Creek		Denton		Friend		Hickman		Lorton
	Cedar Rapids		Deshler		Fullerton		Hildreth		Louisville
	Center		Deweese		Funk	344	Holbrook	394	Loup City
195		245	DeWitt	295	Gandy	345	Holdrege		Lushton
	Ceresco		Dickens	296	Garland	346	Holstein		Lyman
197	Chadron	247	= :: * · · · ·	297	Garrison	347	Homer		Lynch
198	Chambers .	248	Dix	298	Geneva	348	Hooper		Lyons
	Chapman		Dixon		Genoa	349	Hordville		McCook
133	Onapinan	273	DIAVIT	233	WVIIVG	5-3	TOTOTHO	-	1110001

Chapter 3 - Instruction Manual for Annual Reporting of One- and Six-Year Plans (Continued)

С	ity or Village	C	ity or Village	C	ity or Village	C	ity or Village	C	ity or Village
	McCool Junction		Nickerson		Pleasant Dale	544	Shubert	592	Vehling
401	McGrew	449	Niobrara	497	Pleasanton	545	Sidney	593	Ulysses
402		450	Nora	498	Plymouth	546	Silver Creek	594	Unadilla
403	Madison	451	Norfolk	499	Pólk	547	Smithfield	595	Union
404	Madrid	452	Norman	500	Ponca	548	Snyder	596	Upland
405	Magnet	453	North Bend	501		549	South Bend	597	Utica
406	Malcolm	454	North Loup	502	Potter	550	South Sioux City	598	Valentine
407	Malmo	455	North Platte	503	Prague	551	Spalding	599	Valley
408	Manley	456	Oak	504	Preston	552	Spencer	600	Valparaiso
409	Marguette	457	Oakdale	505	Primrose	553	Sprague	601	Venango
410	Marsland	458	Oakland	506	Prosser	554	Springfield	602	Verdel
411	Martinsburg	459	Obert	507	Ragan	555	Springview	603	Verdigre
412	Maskell	460	Oconto	508	Raiston	556	Stamford	604	Verdon
413	Mason City	461	Octavia	509	Randolph	557	Stanton	605	Virginia ·
414	Maxwell	462	Odeli	510	Ravenna	558	Staplehurst	606	Waco
415	Maywood	463	Ogallala	511	Raymond	559	Stapleton	607	Wahoo
416	Mead	464	Ohiowa	512	Red Cloud	560	Steele City	608	Wakefield
417	Meadow Grove	465	Omaha	513	Republican City	561	Steinauer		Wallace
418	Melbeta	466	O'Neill	514	Reynolds	562	Stella	610	Walthill
419	Memphis `	467	Ong	515	Richland	563	Sterling	611	Washington
420	Mema	468	Orchard	516	Rising City	564	Stockham	612	
421	Merriman	469	Ord	517	Riverdale	565	Stockville		Waterloo
422	Milford	470	Orleans	518	Riverton	566	Strang	•	Wauneta
423		471	Osceola	519	Roca	567	Stratton	615	Wausa
424	Miller	472		520	Rockville	568	Stromsburg	616	Waverly
425	Milligan	473	Osmond	521	Rogers	569	Stuart	617	Wayne
426	Minatare	474	- · · · ·	522	Rosalie	570	Sumner	618	Weeping Water
427	Minden	475	Overton	523	Roseland	571	Superior .	619	Wellfleet
428	Mitchell	476		524	Royal	572	Surprise	620	
429	Monowi	477	Page	525	Rulo	573	Sutherland	621	Western
430	Monroe	478	Palisade	526	Rushville	574	Sutton	622	Weston
431	Moorefield	479	Palmer	527	Ruskin	575	Swanton	623	Whitney
432	Morrill	480	Palmyra	528	St. Edward	576	Syracuse Table Dank	624	Wilber Wilcox
433	Morse Bluff	481	Panama	529	St. Helena	-	Table Rock	626	Wilsonville
434	Mullen	482	Desilias	530	4		Talmage Tamara		
435	Murdock	483	Papillion	531	Salem		Tamora	627 628	•
436	Murray	484	Pawnee City	532	0 :		Tarnov		Winnetoon Winside
437	Naper	485	Paxton	533	Saronville		Taylor	630	Winslow
438	Naponee	486	Pender	534	Schuyler		Tecumseh		Wisner
439	Nebraska City	487	Peru	535	Scotia	583	Tekamah	631	
440	Nehawka	488	Petersburg	536	Scottsbluff	584	Terrytown	632	Wolbach
441	Neligh	489	Phillips Biology	537	Scribner	585	Thayer		Wood Lake
442	Nelson	490	_ :	538	Seneca	586	Thedford		Wood River
443	Nemaha	491	Pierce	539 540	Seward		Thurston Tilden		Wymore
444	Nenzel	492		540 541	Shelby Shelton	588 580	Tobias	636 637	Wynot York
445	Newcastle	493 494		541 542	Shelton Shickley	590	Trenton		Yutan
446	Newman Grove		Platte Center Plattsmouth		Sholes		Trumbull		Santee
44/	Newport	450	r iausiliouui	343	Q110163	JJI	TOTAL	903	Carnet

Chapter 3 - Instruction Manual for Annual Reporting of One- and Six-Year Plans (Continued)

ATTACHMENT 1 - NBCS FORM 7

Board of Public Roads Classifications and Standards Form 7 One- and Six-Year Pian Highway or Street Improvement Project

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OCATION DESCRIPTION					·	

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DOSTING BURFACE TYPE AND \$17	MUCTUMES: (Swoh as airt	gravel, sepheli, con	Crais, Chirari in Saldgeri			_
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		•••••				
AVERAGE DALY TRAFFIC:	•		CLASSFICATION	YPE: No shown on Fe	ectioni Charleston	Mapi
19	, 20		IMPROVEME	MT		
Design Standard Nu	mber:	Surfacin	g:	Thicknes	is	Width
Grading	Concret	te	Rig	ht of Way		Lighting
Aggregate Armor Coat	Curb &	Gutter e Structures	∐ (Mi	ity Adjustmen	ts	
☐ Asphatt	☐ Erosion	Control		lewalks		
Bridge To Remain I		1 100		*************		, , , , , , , , , , , , , , , ,
New Bridge: Box Culvert: Culvert:	Span	way Width .	Rise	Length Le	ngth	Type Type Type
Box Culvert: Culvert: Yes N/A	Span D Bridges and Cu	vay Width Diameter Inverts Sized	Rise	Length Length Hydraulk	ngth	Type Type Type
Box Culvert: Culvert:	Span D Bridges and Cu	vay Width	Rise	Length Length Length	ngth	Type Type Type
Box Culvert: Culvert: Yes N/A	Span D Bridges and Cu	vay Width	Rise	Length Length Length	ngth	Type Type Type
Box Culvert: Culvert: Yes N/A	Span Daridges and Cu	vay Width	Rise	Length Length	ngth	Type Type Type
Box Culvert: Culvert: Yes N/A	Span Daridges and Cu	way Width	Rise	Length Let	ngth	Type Type Type
Box Culvert: Culvert: Yes N/A	Span Cu Bridges and Cu	way Width	Rise	Length Ler Ler Length Hydraulic	ngth	Type Type Type
Box Culvert:	Span C	way Width	Rise	Length Ler	ngth	Type Type Type
Box Culvert:	Span Cu Bridges and Cu	way Width	Rise	Length Ler	ngth	Type Type Type
Box Culvert:	Span C	way Width Nameter Nameter Sized	Rise	Length Ler Lerdin Hydraulic	Analysis Per	Type Type Type
Box Culvert:	Span C	way Width Nameter Nameter Sized	Rise	Length Ler Lerdin Hydraulic	ngth	Type Type Type
Box Culvert:	Span C	way Width Nameter Nameter Sized	Rise	Length Ler	ngth	Type Type Type
Box Culvert:	Span C	way Width	Rise	Length	ngth	Type Type Type Type Type
Box Culvert:	Span C	way Width Nameter Nameter Sized	Rise	Length Ler	ngth	Type Type Type
Box Culvert:	Span C Bridges and Cu	*cmy	# STATE	Length Length	ngth	Type Type Type Type Type
Box Culvert:	Span C Bridges and Cu	*cmy	# STATE	Length	ngth	Type Type Type Type Type
Box Culvert:	Span C Bridges and Cu Features:	*cmy	Rise	Length Length	ngth	Type Type Type Type Type

Chapter 3 - Instruction Manual for Annual Reporting of One- and Six-Year Plans (Continued)

ATTACHMENT 2 - NBCS FORM 8

Board of Public Roads Classifications and Standards Form 8 Summary of One-Year Plan

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ORITY MOER	PROJECT HUMBER	LENGTH Program Tandy	UNIT OF MARKING	ESTRIATED COST (Thousands)	REWARD
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Chapter 3 - Instruction Manual for Annual Reporting of One- and Six-Year Plans (Continued)

ATTACHMENT 3 - NBCS FORM 9

Board of Public Roads Classifications and Standards Form 9 Summary of Six-Year Pian

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OMITY	PROJECT NUMBER	LENGTH Pleasure Foreig	UNIT OF MEASURE	ESTIMATED (Thousan	COST	REMARKS		
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NBCS Form 9, Jul 96

Chapter 3 - Instruction Manual for Annual Reporting of One- and Six-Year Plans (Continued)

ATTACHMENT 4 - NBCS FORM 10

Board of Public Roads Classifications and Standards Form 10 Notification of Revision of One-Year Plan

COUNTY:	σ	7¥;		ATTVOE:		
REASON FOR REVISION				1		
		•••••				
DOCATION DESCRIPTION.	<u>-</u>					
			*************	••••••	•	***********
					•••••	
						
DOSTING QUIVACE TYPE AND STR	UCTUPES Allen as a	iri, graval, asphal, conc	reis, culvert er bridge/			

AVERAGE DALLY TRAFFIC:			CLASSFICATION	YPE (As shown on A	بالبين ليستنس	
19 =	, 20	-	<u> </u>			
		PROPOSED	IMPROVEME	NT		
Design Standard Nur	mber:		Surfacing:	π	ickness	Width
Grading	Concre			ht of Way		Lighting
☐ Aggregate ☐ Armor Coat	Draina	Gutter ge Structures		ity Adjustmen scino	ts	
☐ Asphalt	☐ Erosion			ewalks		
Bridge To Remain In New Bridge: Box Curvert: Curvert:	Road	way Width	Rise	Length Le	ngth	Type Type
				Hydraulic		
☐ Yes ☐ N/A B	oridges and Co	DI1401C3 20100				-
	·					
Other Construction Fo	·				*********	
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	eatures:					
	eatures:					
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	eatures:					
Other Construction Fo	eatures:					
Other Construction Formatting	eatures:					
Other Construction For	eatures:	* GTY	* STATE			
Other Construction For	eatures:	+ CSTY	* STATE	* FEDERAL	* OTHER	TOTAL
Other Construction For	eatures:	* GTY	* STATE	* FEDERAL		TOTAL

Chapter 3 - Instruction Manual for Annual Reporting of One- and Six-Year Plans (Continued)

ATTACHMENT 5 - NBCS FORM 11

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Board of Public Roads Classifications and Standards Form 11 Report of Previous Year Highway or Street Improvement

Υο.	a	TY:		۲		
PROJECT NUMBER	LENGTH Pleaser Forthy	UNIT OF	PROJECTED COST (Thomastic)	CONTRACT	PORCES	BATE COMPLETED (Actual or Estimated)
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